




**INFORMATION  
MANUAL**

**Navodaya Vidyalaya Samiti**



**Navodaya Vidyalaya Samiti  
B-15, Institutional Area,  
Sector-62, Noida, UP- 201309**

1.

## Organization and Function

S. No.	Details of disclosure
	<b>Particulars of its Organization, Functions and duties</b>
1.1	(i) Name and address of the Organization  <b>Navodaya Vidyalaya Samiti B-15, Institutional Area, Sector-62, Noida UP-201309</b>
	(ii) Head of the organization - <b>Commissioner</b>
	(iii) Vision, Mission and Key objectives available at:-  <b>Vision &amp; Mission:-</b> <a href="https://drive.google.com/file/d/11WK6U2HM3NkrXtFuiRMurMX46DDYF7iD/view?usp=sharing">https://drive.google.com/file/d/11WK6U2HM3NkrXtFuiRMurMX46DDYF7iD/view?usp=sharing</a>  <b>Key Objectives:-</b> <a href="https://navodaya.gov.in/nvs/en/About-Us/Vision-Mission/">https://navodaya.gov.in/nvs/en/About-Us/Vision-Mission/</a>
	(iv) Function and duties available at:-  <a href="https://drive.google.com/file/d/1aEWXdPyj1jeChrm5OwhQS9FKsE3bWuTi/view?usp=sharing">https://drive.google.com/file/d/1aEWXdPyj1jeChrm5OwhQS9FKsE3bWuTi/view?usp=sharing</a>
	(v) Organization Chart is available at:-  <a href="https://navodaya.gov.in/nvs/en/About-Us/Adminograph-of-NVS/">https://navodaya.gov.in/nvs/en/About-Us/Adminograph-of-NVS/</a>
	(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt  <b>The Executive Committee of NVS:-</b> <a href="https://navodaya.gov.in/nvs/en/About-Us/Executive-Committee/">https://navodaya.gov.in/nvs/en/About-Us/Executive-Committee/</a> (Members)  <a href="https://navodaya.gov.in/nvs/en/Committees/executive-committee/">https://navodaya.gov.in/nvs/en/Committees/executive-committee/</a> (Members of the Committee including Minutes)  <b>The Academic Advisory Committee of NVS:-</b> <a href="https://navodaya.gov.in/nvs/en/About-Us/Executive-Committee/">https://navodaya.gov.in/nvs/en/About-Us/Executive-Committee/</a> (Members)  <a href="https://navodaya.gov.in/nvs/en/Committees/academic-advisory-committee/">https://navodaya.gov.in/nvs/en/Committees/academic-advisory-committee/</a> (Members of the Committee including Minutes)

	<p><b>The Governing Body of NVS:-</b></p> <p>Updated Information pertaining to Governing Body is published on 01.01.2020 at:-  <a href="https://navodaya.gov.in/nvs/en/Committees/navodaya-vidyalaya-samiti/">https://navodaya.gov.in/nvs/en/Committees/navodaya-vidyalaya-samiti/</a></p> <p><b>The Finance Committee</b></p> <p><a href="https://navodaya.gov.in/nvs/en/About-Us/Executive-Committee/">https://navodaya.gov.in/nvs/en/About-Us/Executive-Committee/</a> (Members)  <a href="https://navodaya.gov.in/nvs/en/Committees/finance-committee/">https://navodaya.gov.in/nvs/en/Committees/finance-committee/</a> (Minutes)</p> <p><b>The Construction Coordination Committee</b></p> <p><a href="https://drive.google.com/file/d/1XQDw35PwWhM19CRNDzEE1M6iwzREtM_H/view?usp=sharing">https://drive.google.com/file/d/1XQDw35PwWhM19CRNDzEE1M6iwzREtM_H/view?usp=sharing</a></p>
	<p><b>Power and duties of its officers and employees [Section 4(1) (b)(ii)]</b></p>
<p>1.2</p>	<p>(i) Powers and duties of officers (administrative, financial and judicial)</p> <p><b>Powers and Duties are available at 225-252 in Compendium of Circulars Vol.-II.</b></p> <p><a href="https://drive.google.com/file/d/18BzbK2xJhGHcumKGtCYyOwHm3Et_4_nh/view?usp=sharing">https://drive.google.com/file/d/18BzbK2xJhGHcumKGtCYyOwHm3Et_4_nh/view?usp=sharing</a></p>
	<p>(ii) Power and duties of other employees</p> <p><b>Duties of various non-teaching posts of JNVs are available at Page No.280-285 in Compendium of Circulars Vol.-II.</b></p> <p><a href="https://drive.google.com/file/d/110hIOPJGLayzOGEMAHqnu2JtbqRUJNIH/view?usp=sharing">https://drive.google.com/file/d/110hIOPJGLayzOGEMAHqnu2JtbqRUJNIH/view?usp=sharing</a></p> <p><b>Duties and responsibilities of various teaching posts of Jawahar Navodaya Vidyalaya dated 16.11.2016 are in the website in Administrative Notification /Order section</b></p> <p><a href="https://drive.google.com/file/d/1kNJ1O7THXH1MfPBHY7zn64FcQj_vY_RJ/view?usp=sharing">https://drive.google.com/file/d/1kNJ1O7THXH1MfPBHY7zn64FcQj_vY_RJ/view?usp=sharing</a></p> <p><b>Duties and Responsibilities Attached to the Post of Vice Principal dated 16.11.15 are in the website i.e. Archive section</b></p> <p><a href="https://drive.google.com/file/d/17y27OjPd5_8lFwnrpjL0TmtWoA6_gRoO/view?usp=sharing">https://drive.google.com/file/d/17y27OjPd5_8lFwnrpjL0TmtWoA6_gRoO/view?usp=sharing</a></p> <p><b>Duties and Responsibilities of Computer Operator Working in ROs dated 25.02.15 are in the website i.e. Archive section</b></p> <p><a href="https://drive.google.com/file/d/1lxBYRI3yDhT7D_KPearUtkOwMMhsiC0C/view?usp=sharing">https://drive.google.com/file/d/1lxBYRI3yDhT7D_KPearUtkOwMMhsiC0C/view?usp=sharing</a></p>
	<p>(iii) Rules/ orders under which powers and duty are derived</p> <p><b>As per delegation of power</b></p>
	<p>iv) Exercised  (v) Work allocation</p> <p><b>Work allocation is available in the website i.e. Administrative Notification /Order dated 15.11.2018</b></p>

	<a href="https://drive.google.com/file/d/1Tm-mOPdynpDqMtkW6JEVfXMgfGlr-ai/view?usp=sharing">https://drive.google.com/file/d/1Tm-mOPdynpDqMtkW6JEVfXMgfGlr-ai/view?usp=sharing</a>
	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>
1.3	<p>(i) Process of decision making Identify key decision making points  (ii) Final decision making authority  (iii) Related provisions, acts, rules etc.</p> <p><b>Policy decision with regard to administrative and financial matters are taken by the Executive Committee of the NVS.</b></p> <p><b>Decision in day-to-day working are made through office notes, initiated by the lower rank of the officials and put up to the Controlling Officer. Final approval of the Competent Authority is obtained in line with the delegation of power. NVS is committed to transparency, fiduciary responsibility and accountability amongst all its employees believes that good governance should entail trusteeship, empowerment and accountability of the management while remaining responsive to Govt. policies. It is focussed towards acquiring highest academic performance of students of JNVs.</b></p> <p><b>The Samiti has consolidated various instructions issued for smooth functioning of the JNVs, its Regional Offices and Hqrs. in the form of compendium of circulars (Vol.I, II and III). These compendium of circulars are available in the website of the Samiti.</b></p> <p><b>Various instructions issued by the Govt. of India for the service matter of Central Government employees are also mutatis mutandis applicable to the employees of the Samiti.</b></p>
	<p>(iv) Time limit for taking a decisions, if any</p> <p><b>The information is available at Administrative Notification /Order dated 25.07.2018</b></p> <p><a href="https://drive.google.com/file/d/180f6jpyTWfnzA7hgN6q-CLJBDRHJhoGA/view?usp=sharing">https://drive.google.com/file/d/180f6jpyTWfnzA7hgN6q-CLJBDRHJhoGA/view?usp=sharing</a></p>
	<p>(v) Channel of supervision and accountability</p> <p><b>All Regional Offices are responsible for effective supervision and accountability of the work emanating from their respective jurisdiction.</b></p>
	<b>Norms for discharge of functions [Section 4(1)(b)(iv)]</b>
1.4	<p>(i) Nature of functions/ services offered  (ii) Norms/ standards for functions/ service delivery  (iii) Process by which these services can be accessed  (iv) Time-limit for achieving the targets</p> <p><b>Nature of functions/ services offered is provided at:-</b></p> <p><a href="https://drive.google.com/file/d/1aEWXdPyi1jeChrm5OwhQS9FKsE3bWuTi/view?usp=sharing">https://drive.google.com/file/d/1aEWXdPyi1jeChrm5OwhQS9FKsE3bWuTi/view?usp=sharing</a></p>
	<p>(v) Process of redress of grievances</p> <p><b>To redress grievances of public, Joint Commissioner (Admn), NVS is designated as Grievance Officer. Public can register their grievances on the grievance portal and their grievances are redressed through online after following due procedure.</b></p> <p><a href="https://drive.google.com/file/d/1a5JHs1oUOHbdcdHg3z5sL9eU9urca3t5/view?usp=sharing">https://drive.google.com/file/d/1a5JHs1oUOHbdcdHg3z5sL9eU9urca3t5/view?usp=sharing</a></p>

	<b>Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b>
1.5	<p>(i) Title and nature of the record/ manual /instruction.</p> <p><b>Files/ Records/ Documents related to the sections are kept with the concerned sections in the custody of the officer responsible for the work.</b></p> <p>(ii) List of Rules, regulations, instructions manuals and records. (iii) Acts/ Rules/ manuals etc</p> <p><b>Compendium of circulars- Vol.I, II and III, Perspective Academic Planning, various instructions issued by the Govt of India on service matter for its employees</b></p> <p><a href="https://navodaya.gov.in/nvs/en/Downloads/">https://navodaya.gov.in/nvs/en/Downloads/</a></p>
	<p>(iv) Transfer policy and transfer orders</p> <p><b>Transfer of employees in NVS is governed by the provisions contained in NVS Transfer Policy 2012 and subsequent transfer guidelines issued from time to time in the larger interest of the employees of the organization which are available on Samiti's official website i.e.</b></p> <p><a href="https://navodaya.gov.in/nvs/en/Transfer/Transfer-Policy/">https://navodaya.gov.in/nvs/en/Transfer/Transfer-Policy/</a></p> <p><b>as well as designated transfer portal i.e. <a href="http://www.nvsemployeeportal.org">www.nvsemployeeportal.org</a> of Samiti.</b></p>
	<b>Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</b>
1.6	<p>(i) Categories of documents (ii) Custodian of documents/categories</p> <p><b>Respective Sections are the custodians of documents pertaining to their area.</b></p> <p><b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b></p>
1.7	<p>(i) Name of Boards, Council, Committee etc. (ii) Composition (iii) Dates from which constituted (iv) Term/ Tenure (v) Powers and functions (vi) Whether their meetings are open to the public? (vii) Whether the minutes of the meetings are open to the public? (viii) Place where the minutes if open to the public are available?</p> <p><b>Executive Committee, Governing Body of NVS, Academic Advisory Committee</b></p> <p><a href="https://navodaya.gov.in/nvs/en/Committees/navodaya-vidyalaya-samiti/">https://navodaya.gov.in/nvs/en/Committees/navodaya-vidyalaya-samiti/</a></p> <p><a href="https://navodaya.gov.in/nvs/en/About-Us/Executive-Committee/">https://navodaya.gov.in/nvs/en/About-Us/Executive-Committee/</a></p>
1.8	<p>(i) Name and designation (ii) Telephone , fax and email ID</p> <p><b>Contact Details of NVS HQ Officers:-</b></p> <p><a href="https://navodaya.gov.in/nvs/en/Contact-Us/contact-details-of-our-officers/">https://navodaya.gov.in/nvs/en/Contact-Us/contact-details-of-our-officers/</a></p> <p><b>Contact Details of Regional Offices:-</b></p>

<https://navodaya.gov.in/nvs/en/Contact-Us/Regional-Offices/>

**Links to JNVs Website (Regional Office wise)**

<https://navodaya.gov.in/nvs/en/Contact-Us/RO/>

The Directory of officers of NVS HQ, ROs is also available in Annual Report 2018-19.

<https://drive.google.com/file/d/1bhJJE0F2qevvL970bnvLB9or6fYrb6dm/view>

1.9 (i) List of employees with Gross monthly remuneration

<https://drive.google.com/file/d/1p-jGkhQ5WvrynYY6iK6q9AyzJcU3PS8V/view?usp=sharing>

(ii) System of compensation as provided in its regulations

**Rules framed by Govt. of India for its employees regarding compensation are also mutatis mutandis applicable to the employees of NVS.**

1.10 Name and designation of the Public Information Officer (PIO), Assistant Public Information (s) & Appellate Authority with Address, telephone numbers and email ID of each designated official are provided **at the website:-**

<https://drive.google.com/file/d/1a5JHs1oUOHbdcdHg3z5sL9eU9urca3t5/view?usp=sharing>

**No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))**

1.11 No. of employees against whom disciplinary action has been

(i) Pending for Minor penalty or major penalty proceedings

No. of pending for minority penalty/major penalty proceedings	229
No. of pending for major penalty proceedings	

(ii) the cases Finalised for Minor penalty or major penalty proceedings is 37

1.12 (i) Educational programmes

(a) The details of education programmes on RTI conducted in previous years:-

Session	Name of Agency	Course Topics	No. of participant attended	Duration	For Whom
2007-08	ISTM, New Delhi	RTI	24	26.12.2007 to 27.12.2007	Principals/Assistant Commissioners

2008-09	ISTM, New Delhi	RTI	25	11.08.2008 to 12.08.2008	Principals/Assistant Commissioners
2009-10	ISTM, New Delhi	RTI	6	16.12.2009	DCs to ACs
	ISTM, New Delhi	RTI	5	12.01.2010	ACs/SOs/AE
2011-12	ISTM, New Delhi	RTI	25	03.10.2011 to 05.10.2011	Principals/Assistant Commissioners
2012-13	ISTM, New Delhi	RTI	24	09.07.2012 to 11.07.2012	Principals/Assistant Commissioners
2013-14	ISTM, New Delhi	RTI	23	21.10.2013 to 23.10.2013	Principals/Assistant Commissioners
2017-18	ISTM, New Delhi	RTI & Disciplinary Proceedings	24	17.04.2017 to 21.04.2017	Principals/Assistant Commissioners
2017-18	ISTM, New Delhi	RTI & Disciplinary Proceedings	25	22.05.2017 to 26.05.2017	Principals/Assistant Commissioners
2017-18	ISTM, New Delhi	RTI & Disciplinary Proceedings	24	11.12.2017 to 15 12.2017	Assistants/Section Officers

(b) The proposed training programmes on RTI in 2020-21 will be announced vide Annual training calendar for 2020-21

(ii) Efforts to encourage public authority to participate in these programmes

**They are nominated for the training by their controlling officer.**

(iii) Training of CPIO/APIO

**Will be scheduled as per Annual Training Calendar for year 2020-21.**

(iv) Update & publish guidelines on RTI by the Public Authorities concerned

**NA**

1.13 Transfer policy and transfer orders

**Transfer of employees in NVS is governed by the provisions contained in NVS Transfer Policy 2012 and subsequent transfer guidelines issued from time to time in the larger interest of the employees of the organization which are available on Samiti's official website i.e. <https://navodaya.gov.in/nvs/en/Transfer/Transfer-Policy/>**

**as well as designated transfer portal i.e. [www.nvsemployeeportal.org](http://www.nvsemployeeportal.org) of Samiti.**



## 2. Budget and Programme

S. No.	Details of disclosure
2.1	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]</b>
	(i) Total Budget for the public authority
	(ii) Budget for each agency and plan & programmes
	(iii) Proposed expenditures
	(iv) Revised budget for each agency, if any
	(v) Report on disbursements made and place where the related reports are available

### **BUDGET AND ACCOUNTS**

#### **Budget Allocation & Expenditure**

The programmes and activities of Navodaya Vidyalaya Samiti are fully financed by the Department of School Education & Literacy, Ministry of Human Resource Development, Govt. of India.

The Grant-in-Aid amounting to Rs.3213.00 crore was provided by the Ministry during the year 2018-19. In addition to this, a sum of Rs.169.39 crore being the opening balance as on 1<sup>st</sup> April 2018 was also allowed to be utilized during the year 2018-19, besides Internal Receipts of Rs.41.01 crore has been realized during the year. Thus, the total amount available with the Samiti during the year 2018-19 was Rs.3423.40 crore. Out of total available funds, the NVS incurred expenditure amounting to Rs.3164.77 crore (including Rs.13.21 crore refunded to the Ministry, being interest earned during the financial year 2017-18), leaving a closing balance of Rs.258.63 crore.

The available funds allocated by the Samiti to its field units for utilization during the year 2018-19 as per details given below:

<b>I. BUDGET ALLOCATION FOR THE FINANCIAL YEAR 2018-19</b>		
<b>S.NO.</b>	<b>Units/Head of Account</b>	<b>Amount in Crore Rupees</b>
1.	NVS Headquarters Office	20.08
2.	Regional Offices and Vidyalayas	2669.86
3.	Navodaya Leadership Institutes (Training Centres)	5.30
4.	Provision for various Centralised Activities and Programmes	187.59
5.	Construction Activities (Central Provision at Hqrs. Level)	
	(a) Maintenance & Repair of Buildings	



	(b) Construction of Buildings	115.94
		236.02
<b>6.</b>	<b>Total for the year 2018-19 (1 to 5)</b>	<b>3234.79</b>
7.	Amount refunded to the Ministry being interest earned during 2017-18	13.21
8.	Provision for 1 <sup>st</sup> two months of next Financial year	168.85
	<b>Grand Total (6+7+8)</b>	<b>3416.85</b>
<b>II.</b>	<b>ACTUAL EXPENDITURE 2018-19</b>	<b>3164.77</b>

**Total Growth of Expenditure in NVS 1991-2019**

<b>FINANCIAL YEAR</b>	<b>EXPENDITURE (Rs in Crore)</b>
91-92	117.04
92-93	138.83
93-94	181.91
94-95	181.91
95-96	247.39
96-97	254.36
97-98	232.04
98-99	376.05
99-00	393.43
00-01	424.76
01-02	451.43
02-03	482.37
03-04	554.68
04-05	587.22
05-06	739.41
06-07	841.14
07-08	1117.90

08-09	1481.75
09-10	1674.26
10-11	1698.76
11-12	1573.36
12-13	1754.00
13-14	1939.13
14-15	2082.68
15-16	2251.19
16-17	2555.32
17-18	3365.18
18-19	3164.77

**INFORMATION RELATED TO BUDGET ALLOCATION IS AVAILABLE AT:-**

<https://navodaya.gov.in/nvs/en/Finance/Budget-and-Accounts/>

**INFORMATION RELATED TO EXPENDITURE IS AVAILABLE AT:-**

<https://navodaya.gov.in/nvs/en/Finance/Expenditure/>

**Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)**

2.2

(i) Budget

**No separate budget is available under the head “ Domestic & Foreign Tours”.**

(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.

- a) Places visited
- b) The period of visit
- c) The number of members in the official delegation
- d) Expenditure on the visit

(iii) Information related to procurements

- a) Notice/tender enquires, and corrigenda if any thereon,
- b) Details of the bids awarded comprising the names of the suppliers of

	<p>goods/ services being procured,</p> <p><b>a) and b)- The requisite information is available on the website of Navodaya Vidyalaya Samiti in Tender/Notification/Agreement Section.</b></p> <p>c) The works contracts concluded – in any such combination of the above-and  <b>No work contract Awarded, only services were rendered in Contracts</b></p> <p>d) The rate /rates and the total amount at which such procurement or works contract is to be executed.</p> <p><b>NOT APPLICABLE.</b></p>
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]
	<p>(i) Name of the programme of activity</p> <p>(ii) Objective of the programme</p> <p>(iii) Procedure to avail benefits</p> <p>(iv) Duration of the programme/ scheme</p> <p>(v) Physical and financial targets of the programme</p> <p>(vi) Nature/ scale of subsidy /amount allotted</p> <p>(vii) Eligibility criteria for grant of subsidy</p> <p>(viii) Details of beneficiaries of subsidy programme (number, profile etc)</p> <p><b>NOT APPLICABLE.</b></p>
	<b>Discretionary and non-discretionary grants [F. No.1/6/2011-IR dt.15.04.2013]</b>
2.4	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions
	<p>(ii) Annual accounts of all legal entities who are provided grants by public authorities</p> <p><b>NOT APPLICABLE.</b></p>
2.5	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]</b>
	<p>(i) Concessions, permits or authorizations granted by public authority</p> <p><b>NOT APPLICABLE.</b></p>
	<p>(ii) For each concessions, permit or authorization granted</p> <p>a) Eligibility criteria</p>

	<p>b) Procedure for getting the concession/ grant and/ or permits of authorizations</p> <p>c) Name and address of the recipients given concessions/ permits or authorisations</p> <p>d) Date of award of concessions/permits of authorizations</p> <p><b>NOT APPLICABLE.</b></p>
2.6	<p><b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt.15.4.2013]</b></p>
	<p>CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.</p> <p><b>The CAG and PAC paras are not outstanding i.r.o. NVS</b></p>

### 3. Publicity and Public interface

S. No.	Details of disclosure
	<p><b>Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)] [F No 1/6/2011- IR dt. 15.04.2013]</b></p>
3.1	<p>Arrangement for consultations with or representation by the members of the public</p> <p>(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens</p> <p>(ii) Arrangements for consultation with or representation by Members of the public in policy formulation/ policy implementation</p> <p>b) Day &amp; time allotted for visitors</p> <p>c) Contact details of Information &amp; Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</p> <p><b>NOT APPLICABLE.</b></p>
	<p>Public- private partnerships (PPP)</p>
	<p>(i) Details of Special Purpose Vehicle (SPV), if any</p>
	<p>(ii) Detailed project reports (DPRs)</p>
	<p>(iii) Concession agreements.</p>
	<p>(iv) Operation and maintenance manuals</p>
	<p>(v) Other documents generated as part of the implementation of the PPP</p>
	<p>(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government</p>
	<p>(vii) Information relating to outputs and outcomes</p>
	<p>(viii) The process of the selection of the private sector party (concessionaire etc.)</p>

	(ix) All payment made under the PPP project  <b>NOT APPLICABLE</b>
	<b>Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]</b>
3.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; Policy decisions/ legislations taken in the previous one year (ii) Outline the Public consultation process (iii) Outline the arrangement for consultation before formulation of policy  <b>NOT APPLICABLE.</b>
3.3	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>
	<b>All the desired information is updated on the webportals of NVS HQ, ROs, JNVs and NLIs. All the units are updating the content /information on their respective portals as required time to time.</b>
3.4	<b>Form of accessibility of information manual/ handbook [Section 4(1)(b)]</b>
	Information manual/handbook available in (i) Electronic format (ii) Printed format  <b>Soft copy of the Annual Report and Compendium of Circulars is available at:</b> <a href="https://navodaya.gov.in/nvs/en/Downloads/">https://navodaya.gov.in/nvs/en/Downloads/</a>
3.5	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>
	List of materials available (i) Free of cost (ii) At a reasonable cost of the medium  <b>The Information manual/handbook is available in the form of Annual Report and is available in Hindi and English on website of NVS HQ <a href="http://www.navodaya.nic.in">www.navodaya.nic.in</a></b> <a href="https://navodaya.gov.in/nvs/en/Downloads/">https://navodaya.gov.in/nvs/en/Downloads/</a> (English) <a href="https://navodaya.gov.in/nvs/hi/Downloads/">https://navodaya.gov.in/nvs/hi/Downloads/</a> (Hindi)

#### 4. E. Governance

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S .No.	Details of disclosure
	<b>Language in which Information Manual/Handbook Available</b>
4.1	<p>(i) English (ii) Vernacular/ Local Language</p> <p><b>The Annual Report of the Samiti is available in electronic form on NVS website in Hindi and English.</b></p> <p><a href="https://drive.google.com/file/d/1C6sat4yVyc8p-jrxSt_ig2uk0nsh8J_m/view">https://drive.google.com/file/d/1C6sat4yVyc8p-jrxSt_ig2uk0nsh8J_m/view</a> (Hindi)</p> <p><a href="https://navodaya.gov.in/nvs/en/Downloads/index.html">https://navodaya.gov.in/nvs/en/Downloads/index.html</a> (English)</p>
4.2	<p>When was the information Manual/Handbook last updated?</p> <p><b>01.12.2019</b></p>
	<p>Last date of Annual updation</p> <p><b>Information updation on the website is a continuous process. Latest information is updated on the website time to time as required.</b></p>
4.3	<p><b>Information available in electronic form [Section 4(1)(b)(xiv)]</b></p> <p>(i) Circulars /Notifications about Admission, Academics, Recruitments, Transfer, Finance and construction are available in the respective menu on the home page of the NVS Hq website i.e. <a href="http://www.navodaya.gov.in">www.navodaya.gov.in</a></p> <p>(ii) Annual Reports, Audit Reports and Compendium of Circulars for previous years are available in Download Section at:-</p> <p><a href="https://navodaya.gov.in/nvs/en/Downloads/">https://navodaya.gov.in/nvs/en/Downloads/</a></p> <p>(iii) Minutes of Executive Committee, Finance Committee and Academic Advisory Committee are available in Committee Menu at:-</p> <p><a href="https://navodaya.gov.in/nvs/en/Committees/executive-committee/">https://navodaya.gov.in/nvs/en/Committees/executive-committee/</a></p> <p><a href="https://navodaya.gov.in/nvs/en/Committees/finance-committee/">https://navodaya.gov.in/nvs/en/Committees/finance-committee/</a></p> <p><a href="https://navodaya.gov.in/nvs/en/Committees/academic-advisory-committee/">https://navodaya.gov.in/nvs/en/Committees/academic-advisory-committee/</a></p>

**Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]**

- 4.4 (i) Name & location of the facility  
(ii) Details of information made available  
(iii) Working hours of the facility  
(iv) Contact person & contact details (Phone, fax email)

**NOT APPLICABLE.**

**Such other information as may be prescribed under section 4(i) (b)(xvii)**

- 4.5 (i) **Grievance redressal mechanism**

Grievance received during the period 01/01/2019 to 31/12/2019				
Duration of Report	Opening Balance	Grievance (S) Received	Grievance (S) Disposed of	Closing Balance
January 1 <sup>st</sup> 2019 to December 31 <sup>st</sup> 2019	50	846	761	135

- (ii) **Details of applications received under RTI and information provided**

RTI Application received during the period 01/01/2019 to 31/12/2019					
Duration of Report	Opening Balance (A)	Request Received	Request (s) Disposed of		Closing Balance
			Information Provided (B)	Initial Action Taken / Transferred to other PIO / Returned To Applicant / Rejected (C)	(A)+(B)+(C)
January 1 <sup>st</sup> 2019 to December 31 <sup>st</sup> 2019	100	1633	1568	67	98

- (iii) **List of completed schemes/ projects/Programmes**

**NOT APPLICABLE**

**(Navodaya Vidyalaya Scheme is implemented by Ministry of Human Resource Development.)**

- (iv) **List of schemes/ projects/ programme underway**

**NOT APPLICABLE**

- (v) **Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract**

**NOT APPLICABLE**



(vi) Annual Report

**Annual Report 2018-19 (English & Hindi) is available at:-**

<https://navodaya.gov.in/nvs/en/Downloads/> (English)

<https://navodaya.gov.in/nvs/hi/Downloads/index.html> (Hindi)

(vii) Frequently Asked Question (FAQs)

**Frequently Asked Questions (FAQs):-**

<https://drive.google.com/file/d/1QY3jdJGv72-mglMIPRzw90j68tyiyEg-/view?usp=sharing>

(viii) Any other information such as

a) Citizen's Charter

b) Result Framework Document (RFD)

c) Six monthly reports on the

d) Performance against the benchmarks set in the Citizen's Charter

**Preparation of Citizen Charter of NVS is under process.**

**Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt.15.04.2013]**

4.6

(i) Details of applications received under RTI and disposed

RTI Application received during the period 01/01/2019 to 31/12/2019					
Duration of Report	Opening Balance (A)	Request Received	Request (s) Disposed of		Closing Balance
			Information Provided (B)	Initial Action Taken / Transferred to other PIO / Returned To Applicant / Rejected (C)	(A)+(B)+(C)
January 1 <sup>st</sup> 2019 to December 31 <sup>st</sup> 2019	100	1633	1568	67	98

(ii) Details of appeals received and orders issued

RTI Appeal(s) received during the period 01/01/2019 to 31/12/2019					
Duration of Report	Opening Balance (A)	Appeal (S) Received (B)	Appeal Disposed of		Closing Balance (A)+(B)+(C)+(D)
			Information Provided (C)	Returned To Applicant (D)	
January 1 <sup>st</sup> 2019 to December 31 <sup>st</sup> 2019	31	334	288	1	76

<b>Replies to questions asked in the parliament [Section 4(1)(d)(2)]</b>	
4.7	<p>Details of questions asked and replies given</p> <p><b>Reply to the Parliament about Questions raised in respect of Samiti is given by the Ministry of HRD.</b></p>

**5. Information as may be prescribed**

<b>S. No.</b>	<b>Details of disclosure</b>
	<b>Such other information as may be prescribed [F.No. 1/2/2016- IR dt. 17.8.2016, F No. 1/6/2011- IR dt. 15.4.2013]</b>
5.1	<p>(i) <b>Name &amp; details of Current CPIOs &amp; FAAs and earlier CPIO &amp; FAAs from 1.1.2015 is available at PIO details since 1.1.2015</b></p> <p><a href="https://drive.google.com/file/d/1a5JHs1oUOHbdcdHg3z5sL9eU9urca3t5/view?usp=sharing">https://drive.google.com/file/d/1a5JHs1oUOHbdcdHg3z5sL9eU9urca3t5/view?usp=sharing</a></p> <p><a href="https://navodaya.gov.in/nvs/en/RTI/">https://navodaya.gov.in/nvs/en/RTI/</a> (Previous)</p>
	<p>(ii) Details of third party audit of voluntary disclosure</p> <p>(a) Dates of audit carried out</p> <p>(b) Report of the audit carried out</p> <p><b>Not conducted so far.</b></p>
	<p>(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD</p> <p>(a) Date of appointment</p> <p>(b) Name &amp; Designation of the officers</p> <p><b>Shri G. Arumugam, Joint Commissioner (Admn)</b></p>
	<p>(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure</p> <p>(a) Dates from which constituted</p> <p>(b) Name &amp; Designation of the officers</p> <p><b>At present not exist.</b></p>
	<p>(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI</p>

	<p>(a) Dates from which constituted (b) Name &amp; Designation of the Officers</p> <p><b>At present not exist.</b></p>
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## 6. Information Disclosed on own Initiative

S. No.	Details of disclosure
	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>
6.1	<b>All the results of recruitment made by the Samiti, order regarding transfer of the employees of the Samiti, all the orders and circulars are made available in the website of the Samiti for the information of the public.</b>
6.2	<b>Guidelines for Indian Government Websites (GIGW) is followed (released in February 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)</b>
	<p>(i) Whether STQC certification obtained and its validity.</p> <p>(ii) Does the website show the certificate on the Website?</p> <p><b>Host Compliant Certificate has been obtained from CDAC Hyderabad who is an authorized Government Body to provide Safe to Host certification.</b></p>

## 7. Admission

S. No.	Details of Admission Procedure
7.1	<p>Item / information about Enrolment Policy</p> <p><b>Admission in Jawahar Navodaya Vidyalaya is made on the basis of a Selection Test, designed and conducted by the CBSE. The test is called the Jawahar Navodaya Vidyalaya Selection Test (JNVST). Details about Enrolment Policy is available at:-</b></p> <p><a href="https://navodaya.gov.in/nvs/en/Admission-JNVST/Enrolment-Policy/">https://navodaya.gov.in/nvs/en/Admission-JNVST/Enrolment-Policy/</a></p>

7.2	<p>JNVST Statistics</p> <p><b>Region wise Detail of Candidates registered, appeared and selected in JNVST is available at:-</b></p> <p><a href="https://navodaya.gov.in/nvs/en/Admission-JNVST/JNVST-Result-Statistics/">https://navodaya.gov.in/nvs/en/Admission-JNVST/JNVST-Result-Statistics/</a></p>
7.3	<p>Admission Notification</p> <p><b>All the Notification and select lists related to Admission in JNVs are uploaded on the NVS HQ website and are available at:-</b></p> <p><a href="https://navodaya.gov.in/nvs/en/Admission-JNVST/Admission-Notifications/">https://navodaya.gov.in/nvs/en/Admission-JNVST/Admission-Notifications/</a></p>

## 8. Recruitment

<b>S. No.</b>	<b>Details of Recruitment Procedure</b>
8.1	<p>Recruitment Rules and Policies</p> <p><b>Recruitments Rules are available at:-</b></p> <p><a href="https://navodaya.gov.in/nvs/en/Recruitment/Recruitment-Rules/">https://navodaya.gov.in/nvs/en/Recruitment/Recruitment-Rules/</a></p>
8.2	<p>Syllabus</p> <p><b>Syllabus for recruitment test for various teaching and non-teaching posts are available at:-</b></p> <p><a href="https://navodaya.gov.in/nvs/en/Recruitment/Syllabus/">https://navodaya.gov.in/nvs/en/Recruitment/Syllabus/</a></p>
8.3	<p>Advertisements/ Notifications/Results</p> <p><b>All the Advertisement, Notifications related to recruitment and results are uploaded in the different sub-menus under Recruitment Menu on the NVS HQ website and are available at:-</b></p> <p><a href="https://navodaya.gov.in/nvs/en/Recruitment/Notification-Vacancies/">https://navodaya.gov.in/nvs/en/Recruitment/Notification-Vacancies/</a> (Advertisement)</p> <p><a href="https://navodaya.gov.in/nvs/en/Recruitment/Written-Exam- Interview- Skill-Test-Notice/">https://navodaya.gov.in/nvs/en/Recruitment/Written-Exam- Interview- Skill-Test-Notice/</a> (Notifications related to exam/interview/skill test/document verification)</p> <p><a href="https://navodaya.gov.in/nvs/en/Recruitment/Results/">https://navodaya.gov.in/nvs/en/Recruitment/Results/</a> (Result)</p>

8. **Raj Bhasha**

<b>S. No.</b>	<b>Details of Rajbhasha</b>
9.1	<b>Information about Rajbhasha (Official Language) used in the office is available at:-</b> <a href="https://navodaya.gov.in/nvs/en/Miscellaneous/Official-Language-Hindi-Rajbhasha/">https://navodaya.gov.in/nvs/en/Miscellaneous/Official-Language-Hindi-Rajbhasha/</a>